



East Elementary

Policy Handbook

2026-27

East Elementary
255 E College Ave
Cedar City, UT 84720
Phone: 435-586-2840

Office Hours
Monday - Thursday = 8:30am - 4:00pm
Fridays = 8:30am - 2:00pm

Website: east.irondistrict.org
Social Media: CedarEastElementary

- *This is a living document* -

Welcome!

Welcome to East Elementary! We look forward to the new school year and anticipate great success. Just like all delicious foods have a recipe, we have a recipe to make East Elementary as good as it can be. Our recipe is our policy handbook. At East Elementary we SOAR with the Eagles. SOAR guides all of our school rules, our celebrations, and successes. We recite the SOAR pledge each morning.

As East Eagles we:

- Strive to do our best,
- Own our actions,
- Appreciate our school, and
- Respect ourselves and others.

We have high expectations for learning and growth for all students and work hard to make the learning experience rewarding and enjoyable. Do your part in making our school the best it can be by knowing and following the guidelines in this handbook.

School Information

Address: 255 E College Ave, Cedar City, UT 84720

Phone: 435-586-2840

Website: east.irondistrict.org

Facebook: CedarEastElementary

PowerSchool Login: ps.irondistrict.org/public

Lunch Payment: myschoolbucks.com

School Schedule

8:55 - 3:30 = Monday - Thursday

8:55 - 1:30 = Friday

Our Purpose

We strive for high levels of learning for all.

Our Vision

Every student mastering essential standards

Our Values

- We track the mastery of reading knowledge and skills of every student.
- We track the mastery of learning targets and essential standards of every student.
- We work toward all students mastering essential skills and standards.
- We hold students to high expectations of learning and performance.
- We provide an encouraging learning environment.
- We respect the abilities of all individuals.
- We gather and analyze data in order to improve our instructional impact.

- We seek, use, and refine the most effective instructional practices.

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INFORMATION

Bus Transportation

Proper behavior on the bus is required for the safety of all children riding the bus. Students are to remain seated, keep their hands, feet, and other objects to themselves, avoid abusive behavior and teasing, and follow all directions from the driver. Parent concerns need to be directed to the ICSD Bus Supervisor. Children are not allowed to ride a bus they are not assigned to. If you have questions/concerns, please contact the bus garage at 435-586-2864. You can find more information on the [ICSD website](#).

Communication

The state requires schools to identify a primary parent for communication for both functioning marriages/relationships, and separated parents. Schools are only required to communicate with the primary parent contact. When parents are separated, the primary parent is the parent which has the most custody as outlined in court orders. When custody is split evenly, the parents decide together how to disseminate school communications. It is not the school's responsibility to track parents who are separated for school communication purposes.

In the case where custody has not been decided, both parents may request to be the primary parent, but there may only be one primary parent. We encourage parents to develop a civil system of communication for the benefit of the children where one parent is the primary parent and communicates all school communications with the other parent.

ParentSquare

All ICSD schools use Parent Square for school to home communication. We will notify parents through ParentSquare of things like holidays, closures, emergency messages, reminders, etc. You do not need to have the app to receive messages from ParentSquare. You may also download the app.

Counseling and Therapy

The school offers counseling and therapy services for parents that would like their child to participate in individual or small group counseling. A digital permission form is required from the parent for participation.

Separation & Custody Law

Separation & Custody Disputes

Separation and custody disputes must be resolved through legal channels. As per the law, in cases of legal separation or divorce, each parent holds equal rights to the custody of the offspring unless the school has been provided a court order indicating otherwise. The school is not authorized to deny biological parents access to their children or school records without a court order.

The school follows the most recent court order. It is the parent's responsibility to keep the school up to date. Official documents must either be the original document or a notarized copy. Without such documentation, the school cannot act. Instances potentially endangering the welfare of students will be addressed by school administration or designee. Law enforcement may be called to support the school.

School personnel are not to provide letters or other information to be used in separation and custody disputes unless requested by a judge. Since parents make these requests of personnel, we have created a scripted response for personnel to use. The response is the following.

School personnel have been directed not to provide letters or other information to be used in separation and custody disputes. Our role is to remain a neutral party in family matters. We will only provide information to be used in custody disputes as requested through a lawful subpoena or court order.

Separation & Custody Dispute Parent Notice

We have a separate form to provide to parents with this information that adds the following guidance as a way to show specifics and examples.

- Please do not ask for letters of support, character references, or any other information to be used in a separation or custody dispute. School personnel do not provide these.
- Please contact law enforcement, not the school, if you have concerning information surrounding the safety of a child. The school has no jurisdiction.
- Please refrain from sharing personal information about your student's other biological parent. The school can only follow court orders.
- In the case of parental disagreement, the school will follow court documents to determine the primary parent.
- Please do not call or visit to make demands that are not in a current court order. We cannot comply.
- Remember that schools have no power, responsibility, or role in family legal matters.

Division of Child and Family Services

The Division of Child and Family Services (DCFS) occasionally sends representatives to the school to talk with the children of families who have been referred to DCFS. By law, investigators are authorized to conduct interviews with children and the school may not inform parents of the visit.

Field Trips

Teachers will send home basic information regarding each field trip. Parents must sign permission for students to participate. Permission must either be in writing with a physical signature on a specific form with disclaimer verbiage or digitally through the ParentSquare system. The form is due the day before the field trip. Students without an official permission slip will remain at the school. Teachers are responsible to provide an educational experience for students that remain.

Parental Consent Format

The parental consent [form](#) is provided on the district website. The verbiage below is required on the form. It provides the information needed to make an informed decision. The text of the disclaimer reads:

Inherent risks are associated with any activity or field trip and by granting permission for my son/daughter to participate, I acknowledge that such risks exist. However, I believe that the opportunity for learning outweighs these risks and I hereby grant permission for my son/daughter to participate.

Record of Parental Consent

A signed parental consent form or consent through the ParentSquare app protects both the parents’ wishes and the district from liability. The signature of consent creates a physical record of consent and removes district liability when acting in good faith. All other attempts to provide consent such as texts, emails, hand-written notes, or phone calls are not acceptable as official parental consent.

Time Limits for Consent

- Teachers are expected to send paper consent forms home at least one week before the field trip.
- Signed parent consent forms are due to the teacher the day before the field trip; however, if a child comes with a signed form the day of, he/she may participate. The reason for the due date is so that teachers can plan for the students that will remain at school.
- Personnel and students are not to attempt to contact parents the day of the field trip with the intention of obtaining parental consent.

Students Without Consent

When fewer than six students do not have parental consent, the grade level or group may either have these students join another grade level’s classes or they may have them work in the Wellness Center. When more than five students do not have parental consent, teachers are expected to plan to have a school employee provide an educational experience or one of the teachers is to remain with these students. If more than one grade level is attending the same trip, these numbers above go for all students collectively.

Filing Consent Forms

Teachers are expected to file all parental consent forms each year. Filing forms protects the district from possible disputes of parental consent. Physical forms are filed and digital consent are saved. These may be discarded at the beginning of the next school year.

Field Trip Chaperones

Parents may chaperone on a field trip as long as they have an ICSD background check on file with the district. The primary role of a chaperone is to supervise and support the students in the class. For this reason, chaperones are not permitted to bring additional children on field trips.

Quick Team Reference Checklist for Field Trips

It is recommended that teams and groups use this checklist when planning for a field trip.

Policy Requirements

- ☐ Teachers sent home paper consent forms at least one week before the trip.
- ☐ Forms are signed consent forms with the required format.

- ☐ Consent forms were due the day before the trip.
- ☐ Chaperones have background checks and are not bringing other children on the trip.
- ☐ The team planned an educational experience for the remaining students.
 - ☐ If <6 students, teachers organized for them to join another grade level's classes or to do work in the WC.
 - ☐ If >5 students, teachers have planned for a school employee to provide an educational experience, OR one of the teachers will remain with these students.
- ☐ On the day of the field trip, neither students nor teachers attempted to contact parents.
- ☐ Teachers filed the parental consent forms until the beginning of the next school year.

Homework

We follow current research recommendations for homework at the elementary level.

- Educators should follow the ten-minute rule, which is to limit homework time to no more than ten minutes multiplied by their grade level.
 - Kindergarten and 1st grade = 10 minutes
 - 2nd grade = 20 minutes
 - 3rd grade = 30 minutes
 - 4th grade = 40 minutes
 - 5th grade = 50 minutes
- Teachers will assign homework as needed with the purpose of strengthening knowledge students already have and to strengthen fluency.
- Routine packets or homework sheets will not be used.
- Teachers will educate parents on their role in facilitating homework.

Recommendations for Parents

- Have a set time and place for your child to complete homework.
- Encourage and prompt your child, but do not sit and do the homework with them.
- The purpose of homework is to practice what has already been learned. If your child reaches frustration due to lack of understanding, stop the homework and let the teacher know.
- Ask your child to explain, summarize, or teach the concept being practiced.
- If it is taking longer than the recommended time to complete the homework, stop.
- Never allow your child to stay up past their regular bedtime to complete homework.
- Praise your child for putting in the effort to read or complete their homework.

Immunizations and Health

Illness - Children who are ill should stay at home to recover and avoid the spread of disease to other students. Students who have a fever or are vomiting are sent home.

Immunizations - According to Utah state law, all students must have full immunizations before they are allowed to start school. For parents who, for religious or other reasons, do not want their child to receive immunizations,

Exemption Waivers are available from the Utah State Health Department. Please contact the health department at (435) 586- 2437 for more information. If you have health questions, please check with the school and contact information will be given for our school nurse.

Kindergarten Entrance Age

Utah Law 53A-3-402-5 states, "A board may enroll children in school who are at least five years of age before September 2 of the year in which admission is sought." Students entering Iron County Schools for the first time must present a certificate of health, a certified birth certificate, and a record of immunization shots. Students who have been enrolled in Kindergarten in another state who would otherwise not be eligible for entrance into Kindergarten in Utah will need to present documentation of attendance of at least 1/2 year in the state they came from in order to enroll.

Lost & Found

Unlabeled and unclaimed property is donated to a welfare agency every two weeks. Parents or students may access the Lost & Found during non-instructional time.

Office Phone

The school telephone is for business calls and emergencies only. Necessary plans for after school activities should be made with children before they leave home in the morning. Parents communicate with teachers through email or ParentSquare. Teachers are unable to speak on the phone during the day. Important messages for children should be relayed through the office. Messages for students should come in at least one hour before dismissal.

Out of Boundary Transfer

Students attending an out-of-boundary school are expected to maintain 90% attendance and good behavior. Students that fail to meet these expectations will need to return to their boundary school.

PARENTS

Eating Meals at School

We are happy to accommodate adults directly linked to a child's PowerSchool account to eat a meal with their student. In order to do this visitors must:

1. Purchase their own meal,
 2. Sit at a designated visitor table,
 3. Eat with their student only, and
 4. Follow federal regulations for school lunch as outlined by kitchen staff.
 - a. Example: Parents or siblings cannot eat from a tray of a reimbursable student meal.
-

Checking Students Out During School Hours

Parents/Guardians may check students out at the office. Students will be called to the office. It is discouraged to check students out when there are only 10 minutes or less of school. The office usually becomes busy during this time.

Dismissal & Pick Up

All students will be walked out of the building with their class at the end of the day. All students will be escorted to the west side of the school for busing and parent pickup. Students with siblings will find one another at these respective locations.

Students that walk home must cross either Center Street (to the north) with the city provided crossing guard or College Avenue (to the south) where school personnel will serve as crossing guards.

Parent Requests for Classroom Change

The school recognizes that parents may have legitimate concerns regarding classroom placement. The school will consider requests individually with a focus on the educational needs of all students.

A request does not guarantee placement with a particular teacher or classroom. School administrators are responsible for making final classroom assignment decisions after considering all factors. The factors to be considered are:

- The specific concerns raised by the parent,
- Information provided by the classroom teacher and other appropriate personnel,
- The effect of the change on the student and the proposed class,
- Whether appropriate interventions have been attempted,
- Class size and available space, and
- Class composition and teacher workload.

Initial Resolution Process

When a parent has a concern about a classroom assignment, the first step is to communicate directly with the classroom teacher. The purpose of this is to: identify concerns, clarify expectations, review the information about the student's experience and the teacher's input on the situation, identify possible strategies, and determine whether the concern can be resolved with an intervention. An administrator may intervene during or before this step if warranted.

Written Request for Classroom Change

If the concern remains unresolved, the parent submits a written request for classroom change to an administrator. The request should provide specific, factual information rather than general statements or feelings. The written request should include:

- The student's name and grade,
- The current classroom teacher,
- Whether the parent has communicated with the teacher,
- A description of the concern, and

- Relevant information regarding the student's educational needs.

Intervention Period Before a Classroom Change

The administrator may establish a reasonable intervention period before determining whether a change is necessary. Oftentimes interventions solve the problem and help the student to see that they were heard and changes were made to accommodate their needs. This is a powerful experience for the student.

In the case that safety, bullying, harassment, or discrimination are the main concern, an administrator may implement interim measures while the concern is being investigated.

Decision Regarding the Request & Permanence of the Decision

The decision will be made by a school administrator. If the change is approved, the administrator will determine the receiving classroom based on all school circumstances. Due to the impact of moving a student from one class to another, only one change will be considered each school year. The school will not engage in playing musical chairs.

Appeal

If a parent disagrees with the administrator's decision, they may request a review by the executive director of elementary programs at the school district office (2077 W Royal Hunte Dr., 435-586-2804).

Non-Retaliation

No student or parent will be subjected to retaliation for making a good-faith classroom change request. Accusations of retaliation will be promptly investigated and corrective action taken where warranted.

Parent Teacher Association (PTA)

Volunteering with the PTA helps us to provide our students with many events and opportunities that the school itself cannot provide. The PTA only functions when parents volunteer. Parents may volunteer for only one activity or may join the PTA board to help direct efforts. The cost of membership is \$8.00. If you are interested in volunteering for a committee, please email: eastpta50@gmail.com. You can pay for membership through <https://www.givebacks.com/causes/cedareast>.

School Community Council

The community council is composed of parents and staff. The committee deals with school improvement, budget items, planning, and acts as a liaison between our school and community. Contact the school office if you would like to be a member. Member terms are two years. Members may continue if there is no need for an election.

Toilet Trained Requirement

It is Utah law that students must be toilet trained to enroll in a public school. The requirements are that a child can:

- Communicate the need to use the bathroom,
- Sit down on a toilet,
- Use the toilet without assistance,
- Undress and dress as necessary, and
- Tend to personal hygiene after toileting.

If an accident occurs a toilet-trained child can independently tend to hygienic needs and change clothes. Students may be enrolled without being toilet trained if this is addressed in an IEP or 504 plan.

PROGRAMS

After School Programs

The after school programs at East Elementary are independent from the Iron County School District. We help them by raising awareness and providing the building; however, we are not responsible for these groups. They run their own programs. Parents need to communicate with them directly.

Breakfast and Lunch

According to federal law and the U.S. Department of Agriculture policy, there are five meal components for lunch. These are meat (or meat alternative), grains, fruit, vegetables, and milk. Children are required to choose at least three of the five components and one must be a fruit or vegetable.

- Free/Reduced Meals
 - The state offers free and reduced breakfast and lunch for qualifying students. Fill out the application for free and reduced meals at irondistrict.org. Begin by selecting Nutrition and follow the link to the application.
- Cost and Sharing Food
 - The daily breakfast and lunch prices can be found on the iron district website. Meals can be paid online at myschoolbucks.com. The lunch secretary will call if the account is not current. Our food service program is subsidized by the federal government and is regulated by federal policies. These policies state that no person may consume any part of a meal served to another person, regardless of the status of the meal (free, reduced, or regular price.)

Half-day Kindergarten

Utah code 53G-7-203 requires that all local education authorities (LEA) provide a half-day kindergarten option to their students. School personnel will provide parents with the opportunity for full-day or half-day kindergarten options at registration. When there are fewer than 19 students interested in the half-day option for kindergarten, these students will receive the half-day option embedded within a full-day class. When there are more than 18 students interested in the half-day option, the school will provide a separate half-day kindergarten class.

Curriculum and Schedule

Half-day kindergarten students will receive the minimum standards for English language arts and mathematics to the fullest extent possible as outlined by the State Board of Education. Students attend 8:55 to 12:00 Monday through Friday.

Dismissal and Transportation

In order to ensure safety, half-day students will be picked up by parents or designees at the front office. Parents and designees will need to produce identification. Parents choosing the half-day schedule must provide pickup transportation for their student. Parents are expected to pick up their students promptly.

Switching Between Half-day and Full-day Kindergarten

If a half-day class is created, students in it may not transfer to full-day that school year. Half-day students embedded in a full-day class may switch to a full-day schedule or vice-versa.

Half-day Details

Iron District implements HB477 by offering half-day Kindergarten for morning only. The official press release for ICSD states that, “Parents choosing to opt out of the full-day kindergarten would need to provide pick-up transportation for their student just prior to lunch. Students would attend in the morning only.”

Library Media Materials

All books and media are vetted by library staff. Because of the sheer volume of books, the process relies on reputable reviews from reputable sources. Parents may express concerns about a book and access to their child can be revoked. Parents may also submit an official form of Challenge of Library Materials to their school. This form can be accessed on the district’s website. The district’s official view is that, “The media centers will provide a variety of materials and information representing various points of view on current and historical issues.” The school team will follow up with all challenges of materials through a committee of staff and parents.

[Positive Behavioral Interventions and Supports & Discipline](#)

This policy has its own document as it covers many things.

Wellness Center and Zones of Regulation

The wellness center (WC) serves as a dedicated space where students can go to manage stress and emotions. It provides resources such as calming activities and educational materials on health and wellness. The Zones of Regulation framework helps students to recognize and manage their emotions. By categorizing feelings into four color-coded zones—blue for low states like sadness, green for optimal learning states, yellow for heightened alertness, and red for extreme emotions—students learn to identify their emotional states and employ strategies to regulate their behavior, fostering emotional resilience and better academic performance.

SAFETY

After School Supervision / Bus Duty

All teachers are expected to assist in after school supervision. The purpose of this supervision is to ensure that students leave the building to go home safely and in a timely manner. Kindergarten teachers work together to ensure that their students get on the correct bus and get to the parking lot. All other students are taught during the first week of school and then expected to go where they need to after school. Some students walk home. We direct these students to the safest places to cross the street.

Assignments

Two grade levels are assigned after school supervision each week. One supervises the bus area and the other supervises the parking lot area. These assignments cycle each week. Kindergarten is not part of the cycle as they provide full supervision throughout the year. Grade levels that are assigned duty should dismiss five minutes before the bell rings so they are able to supervise dismissal. All teachers, regardless of whether they are assigned after school supervision, need to have their radios on from the time of dismissal until all students have safely gone home.

Bus Supervision

One teacher will act as the crossing guard behind the line of buses. The other teachers disperse along the sidewalk to supervise bus loading and to assist students where needed. Once the buses depart, bus supervisors may go back into the building.

Parking Lot Supervision

One teacher will act as the crossing guard from the sidewalk to the parking lot. One teacher will stand where the sidewalk turns to the north to supervise loading at that end of the sidewalk. The other teachers will disperse along the sidewalk to supervise loading and to encourage parents that are using the parking lot to cross at the crosswalk (this will be painted soon).

Teachers on duty notify classroom teachers of students who have not been picked up 15 minutes after dismissal. It is the responsibility of the classroom teacher to ensure that their students are picked up after that point. The rationale for this is the classroom teacher knows the student, knows the family circumstances, and has contact information for family members that can retrieve the student. Classroom teachers can either have the student wait in their classroom or they can wait with the student outside until the parent comes. We do not send students to the office.

Elopement (*students leaving adult supervision*)

In the case where a student leaves campus without permission, personnel will notify CCPD to intervene. School personnel will follow a student until an officer arrives. Because this is such a serious offense and will not be tolerated, the student will be suspended the next day.

Emergency Protocol

School personnel and students are trained in the Standard Response Protocols to respond appropriately in an emergency situation. Parents will be unable to pick up their student during a drill or during a live incident. Information and instructions will be communicated with parents through the Remind app. We hold monthly drills as outlined by district leadership.

Employee Identification

Employees must wear their ID badge while on campus. Also, any employee who encounters a visitor without a visitor badge shall escort that visitor to the front office to check in.

Interior & Exterior Doors

Utah schools are required to keep exterior and interior doors in the locked position while students are present. Students may enter the building freely through the main office doors and the west entrance with staff supervision between 8:30 - 8:55. Parents may enter the front doors between 8:30 - 8:55 and check in with the office. All late comers or visitors must enter the front doors and check in with the office during school hours.

Neither interior nor exterior doors may be propped with an object when students are present. This is expressly denied by law. Interior doors may be left all the way open if they can be closed rapidly without having to do anything other than pull the door closed. Interior doors may be propped open when no students are present.

Recess & Recess Supervision

Recess has the most potential for problems. For this reason, there are a lot of rules about recess and supervision. Educators provide direct instruction about recess expectations to their students. Because students don't know the difference between tattling and reporting, teachers also teach this concept explicitly. For example, reporting is to reveal a potential danger or concerning situation; tattling is to try to get someone in trouble. Teachers have clear procedures for how their classes will exit and enter the building in an orderly fashion.

Recess rules are:

1. We play safely.
2. We care for others.
3. We obey the adults.

Lunch Recess Restrictions

The following are specific restrictions for lunch recess. Teachers may allow these things during their class recess under their express supervision.

- No food
- No baseball
- No play fighting
- No playing in mud or puddles
- No climbing on top of the big toys

- No forcing someone to the ground
- No toys/cards that cause problems
- No throwing/kicking snow at people or the school (automatic lunch detention)

Consequences

Supervising adults are expected to deliver consequences when warranted.

- Student sits out recess for a short period
- Student sits out the rest of recess
- Student has to work out situation with a BC
- Student is escorted to the office by a BC
- Student is sent to principal for severe behavior with a note
- Student serves lunch detention

Indoor Lunch Recess

The leadership team calls indoor recess. Team members are: administration, the secretary, and the instructional coach. Decisions on indoor recess are based on the following.

- Precipitation: Falling precipitation is causing people to become more than just damp.
- Cold: ≤ 20 degrees.
- Wind: Wind is violent, roughly >40 mph.
- Safety: Conditions outside are unsafe.

When indoor recess is called, it is the teachers' responsibility to provide a video or activities in their classroom before going to lunch (paras cannot do this). Paras are to move between classrooms to check on students, only let one boy and one girl go to the restroom at a time, and call for behavior coach assistance for concerning behaviors.

Safe Schools Policy

Parents must digitally sign this policy each year. Students that are deemed to be dangerous due to their behavior or by things they bring to school may be suspended for 45 days or up to a year. As part of this effort, the school district has employed an officer from the CCPD to act as a school resource officer (SRO). The SRO may be called upon by school administration to investigate when there is a reasonable suspicion that a student has violated the Safe Schools Policy. A safe schools hearing may take place in order to determine the consequences for a student's actions.

SCHEDULES

Calendar

The district calendar can be found on the district site under [School Year Calendars](#). Our calendar and upcoming events can be found on our website at east.irondistrict.org.

School Schedule

The official school day is 8:55 - 3:30 Monday through Thursday. On Friday it is 8:55 - 1:30. We encourage students to be in class by 8:50 in order to prepare to learn for the day. The outside doors open at 8:30 and are locked at 8:55. Students cannot enter the building before 8:30.

STUDENTS

Attendance - "Attendance is a robust predictor of student achievement."

It is critical that students attend school during their elementary experience. We follow district policy concerning attendance. The summary for elementary students is below. See the district's full [policy 742](#) here.

- Absences must be excused within 5 school days.
- "Chronic absenteeism" is a student below grade level who is absent for the equivalent of 20 or more school days regardless of excused absences.
- The office is expected to:
 - Provide compulsory education attendance laws at registration, and
 - Upon request, provide a list of resources available to assist parents or legal guardians in resolving the student's attendance problems.
- Teachers are expected to:
 - Have procedures for dealing with absences, tardies, and missed work,
 - Submit attendance daily by 9:30am, and
 - Notify an administrator when a student has concerning attendance.
- Administrators are expected to:
 - Notify parents through email concerning attendance,
 - Notify parents of possible and actual contact with the Iron County Attorney's Office or the Department of Child and Family Services for continued poor attendance, and
 - Provide quarterly awards to students for good attendance.
- IEP/504 teams are expected to:
 - Address poor attendance in a behavior plan with interventions determined by the team.
- Students considered to be "chronically absent" who have also received interventions may be required to choose an alternative educational setting to better meet their educational needs. Alternative educational settings available for the elementary level are:
 - Iron Online or another online school,
 - A charter school,
 - Home schooling, and
 - The Utah Fits All scholarship program.

Birthdays

Store-purchased birthday treats may be sent to the school with your child on his/her birthday. The health department requires that no homemade treats be brought to school. Party invitations may be sent to school to be passed out to students only if every child in the class receives one. If only a few students are to be invited to the party, arrangements for invitations must be made at home. Birthday balloon bouquets, flowers, etc. will remain in the office until dismissal. These are a disruption to the class.

Bullying/Harassment

Every claim of bullying is investigated in a timely fashion. The investigation includes speaking with the student making the claim, witnesses, and the student being accused of bullying. Where possible, staff may also review surveillance camera video. The purpose of the investigation is to validate claims and determine consequences. We encourage everyone to refrain from calling a child a bully, but rather report bullying behavior.

We respond to verified claims of bullying by separating students, notifying parents, and delivering appropriate consequences. When claims of bullying are found to be entirely fabricated, the student making the claim will receive a consequence.

Cell Phones & Smart Watches

State law (SB-69) mandates that cell phones must be turned off and in the students' backpacks during school hours and that smartwatches cannot be used during school hours. Parents are to relay messages to their children through their teacher or the office. Parents should not call/text their students nor encourage them to call/text during the school day. This will be enforced in the following manner.

1. First incident: The teacher reminds the student the device must be turned off and in their backpack. The teacher allows for compliance.
2. Second incident or if non compliant: Teacher confiscates the device and returns it to the student at the end of the day. The teacher contacts parents to remind them of policy and ask for parental assistance.
3. Third incident or if non compliant: Teacher confiscates the device and returns it to the student at the end of the school day. Teacher notifies parents that this has become a pattern and that the student must turn in their device to the teacher at the beginning of the day moving forward.
4. Refusal to turn over device: The teacher will call a behavior coach to escort the student to administration. Administrators will contact parents to discuss the issue. Consequences for the student may follow up to banning of the device from school and/or suspension.

Students with medical needs may use personal electronic devices as outlined in their IEP, 504, or health plan. The most common exception is the use of a Continuous Glucose Monitor (CGM) which is worn on the body and communicates with a phone or smartwatch to alert caregivers about blood sugar changes.

Discipline

We work hard to create a positive and safe environment; however, there are certain behaviors that are not tolerated and result in an office referral. The reasons for an office referral are: harassment/bullying, property damage, physical aggression/fighting, theft, and possession of a weapon or something used as a weapon.

Administrators use a variety of methods for discipline including: loss of recess, restorative conversations, lunch detention, in-school suspension, and out-school suspension. Some behavior is so disruptive or dangerous that the student is immediately removed from class with a behavior coach until decisions can be made.

Administrators contact parents for office referrals that end in student discipline or when concerning information

has been gathered. Parents may be asked to help the school create a behavior plan for students that develop a pattern of poor behavior.

Dress Standards

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or a distraction at school. Distractions at school are things that cause reactions in others and cause for teachers or administrators to deal with confrontations or complaints.

Students must follow district standards and school specific standards.

- Shoes or footwear must be worn at all times. Heelys are not allowed.
- Outfits that show or appear to show undergarments or show front, back, or sides of the body are not permitted. Spaghetti straps are not permitted. Shorts and skirts must be at least mid-thigh in length. Ripped or torn clothing must meet the dress standards for coverage.
- Face paint or distracting accessories are not permitted. Accessories must be appropriate for the learning environment.
- Distracting hairstyles or colors are not permitted.
- Brimmed hats and hoods are not allowed in the building. They are permitted outside.
- Distracting, or dangerous face or body piercings are prohibited.
- Clothing apparel and accessories that appear to be gang-related are not permitted.
- Clothing with vulgar language, inappropriate pictures (sexually-oriented, gang or violence-related), alcohol or cigarette advertising, depicting illegal substances, or other illegal activities are prohibited.

Parents are responsible for ensuring that students are dressed appropriately for school. Students who violate the dress policy will be sent to the office. The student violating the dress policy will not be allowed to return to class until they are in compliance with these standards.

Hallways

Educators provide direct instruction, model and practice hallway expectations with their students. Students are expected to follow hallway rules.

- We walk.
- We are quiet.
- We keep our hands to ourselves.

Educators are expected to address the following.

- Remind the class of hallway rules before entering the hall.
- Move their class through the halls in an orderly fashion.
- Enforce the rules when students choose not to obey.

Consequences

All employees are expected to enforce school rules and deliver consequences when merited. Consequences include:

- The student walks next to the teacher,
- The student receives a classroom consequence such as losing a privilege,
- Students are separated from one another,

- The class practices how to walk appropriately in the hall,
 - The student is sent back to try again, and
 - The parent is notified.
-

Lunch in the Cafeteria

Teachers provide direct instruction, and model and practice cafeteria expectations with their students. Teachers review cafeteria rules before their class enters. Students may converse quietly. Students should remain in alphabetical order for the line and seating. Home lunch students may go straight to their class table. Students are released after eating by raising their hands and being excused by a staff member. Playground equipment is not allowed in the cafeteria. Students leave these in their class' box in the hall.

Cafeteria Rules

We sit on our pockets.

We face forward.

We use inside voices.

We clean our area.

Consequences

All employees are expected to deliver consequences when appropriate to keep order

- Student sent to the back of the line
 - Student sent to the stage until excused
 - Student given gloves to help clean the cafeteria until excused
 - Student serves lunch detention that day (especially for repeat offenses and defiance)
 - Students who refuse lunch detention: Administrator calls home, two lunch detentions.
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Personal Electronic Devices

Personal electronic devices are brought to school at the user's own risk. The district is not responsible for personal possessions including electronic devices.

Positive Reinforcement

We use Positive Behavioral Interventions and Supports (PBIS). Because our mascot is the eagle, our PBIS program is called SOAR. This program is how we incentivize good behavior. We teach our students that SOAR stands for:

S = Strive to do our best

This means trying our best, working hard, obeying adult direction, and having a good attitude.

O = Own our actions

This means controlling oneself, admitting mistakes, apologizing when needed, etc.

A = Appreciate our school

This means taking care of our school facility and learning supplies.

R = Respect ourselves and others

This means being respectful, kind, helpful, and inclusive.

We use SOAR bucks and a SOAR store for students to be rewarded for their contributing to the learning environment and following the rules. We also use Brag Badges that are awarded to a boy and a girl in each class each week for going above and beyond. These students get ten SOAR bucks, a treat, and a call home to brag.

Restrooms

Students may use the restroom when needed. Educators provide direct instruction for restroom expectations. Students must gain permission to go to the restroom and use the facilities as intended. Students are expected to follow restroom rules.

- We respect others.
- We are quick.
- We are quiet.
- We are clean.

Teachers should provide times in the day in which students can use the restroom without missing instruction. Students with special needs may have unlimited access as outlined in their health plan, 504 plan or IEP plan. Teachers are expected to notify all other staff members that work with these students during the school day.

General Allowance of Restroom Use

As a general rule, personnel allow students to use the restroom at any time they say it is urgent. We deal with students taking advantage of this afterward in order to avoid accidents. In dealing with restroom use in this way we communicate respect for student needs and involve parents to create a better system for the individual student. And since accidents are not unheard of in elementary education, this practice protects student dignity.

School Technology Use

Parents sign a digital form each year that their student(s) will use school technology as directed and in an appropriate way. Students who fail to follow these rules may lose technology privileges.

Student Possessions

Students are strongly discouraged from bringing personal items to school. ICSD is not liable for any student items that are damaged, lost, or stolen. Student possessions that are a distraction will be confiscated. Items will be returned to students with a warning not to bring it to school at the end of the day. If there is a second time that an item is confiscated, the parent must come to the school to retrieve it. Bike racks are available for student use.

Fidget Tools at School

Students may use fidget tools at school with teacher approval as long as they are not a distraction or disruption. We provide fidget tools through our PBIS and behavior program. Fidgets that contain gel or liquid are not allowed as these break and cause a mess that is difficult to clean.

Water Bottles

Student water bottles must be transparent and contain only water. All other beverages must be consumed in the cafeteria during lunch or outside under teacher supervision.

VISITORS

Classroom Observations

Only legal parents/guardians may observe their student in class on a limited basis. They must have a background check on file. Recordings and photographs are not permitted. Observations may not exceed 30 minutes.

Parents/Guardians must...

1. Make an appointment with an administrator at least 24 hours before the visit.
2. Check in at the office and wear a visitor badge for the duration of the visit.
3. Observe quietly without interrupting the teacher.
4. If interested, arrange for their child's mental health therapist to observe through an administrator. A written permission from the parent/guardian is required.

Disagreeable Visitors

Visitors that refuse to follow our process will be redirected. Visitors that verbally abuse staff will be asked to leave. If visitors refuse redirection or refuse to leave, security personnel will get involved and CCPD may be contacted for support. Serious instances of noncompliance with procedures may result in trespassing the visitor.

Programs, Ceremonies, & Events

Visitors coming to attend ceremonies, events, and programs are checked into the building by personnel. Once checked in, visitors are to go directly to the program or event. Security personnel will oversee these transition times.

Promotional Materials

Many requests are made to distribute or post promotional materials. We follow ICSD policy regarding advertising, distribution, and posting of promotional materials by only sending home information that originates with East Elementary and its programs. We allow organizations whose activities are for school-aged children and free of charge to bring 2 posters and 50 flyers. We will display the posters and make the flyers available in the office. Since so many requests are made we have created a scripted response to requests that do not meet this criteria.

At East Elementary we do not send home paper or digital flyers or post digital information for outside organizations. We feel that this is what is best for our school community. East Elementary will allow

organizations whose activities are for school-aged children and free of charge to bring 2 posters and 50 flyers. We will display the posters and make the flyers available in the office.

Safety Priority

Visitors are anyone to visit the school who do not work for either East Elementary or for the district office. Utah requires all schools to implement strict visitor management systems to keep people safe. Although district property is publicly owned, schools are not open to the public.

School District Background Check & Mandatory Training

All visitors are welcome to conduct office business and to attend school events. All other reasons to visit the school or spend time with students such as: volunteering, chaperoning, observing, etc. require a background check and notice of completion of mandatory training on file with the school district.

Walking Students to Class

On the first day of school only, we allow parents to walk their students to class by passing through the main office doors between 8:30-8:55. By 8:55, all visitors should have exited the building.

For all other school days parents must check in with the office and present identification in order to walk their student to class between 8:30-8:55. By 8:55, all visitors should have exited the building.

Parents may only enter the building through the main entrance doors. No other doors are allowed to be used.

Visitor Management

All visitors must show their legal form of identification and indicate the purpose of their visit before being buzzed into the school. This interaction will occur through the doorbell camera system. Visitors must check in with office personnel and wear a visitor lanyard for the duration of the visit. Visitors that cannot identify themselves will not be allowed to enter. Visitors must follow directions of personnel and respect the learning environment. Visitors must return to the office and check out when leaving.

Visitor Step-by-Step

1. Ring the doorbell.
2. Show identification and indicate the purpose of the visit.
3. Upon entering, check in with office personnel.
4. Wear a visitor badge while in the school.
5. Return to the office and check out upon leaving.

Visitor Step-by-Step for Events

1. Go to the main entrance.
 2. Check in with school personnel.
 3. Go directly to the event.
 4. Upon the event's completion, exit through the main entrance.
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Visitor Treatment of Personnel

We are committed to maintaining a safe, welcoming, and respectful environment in our school. We recognize that visitors may occasionally have concerns, frustrations, or disagreements regarding school-related matters. We welcome and expect civil communication. We know from decades of experience that concerns are best resolved for everyone involved in this way.

Unfortunately, some visitors come to the school or call on the phone while upset or angry and direct that frustration toward school staff. While we understand that emotions can run high when issues involving children are concerned, verbal abuse, intimidation, profanity, harassment, or disrespectful behavior will not be tolerated.

Personnel will make every reasonable effort to listen to concerns, provide information, and work collaboratively toward a solution. However, staff members are not expected to remain in a conversation when an individual becomes verbally abusive, accusatory, threatening, or otherwise disruptive. If an interaction becomes inappropriate, school personnel may:

- Remind the person of this policy and that respectful communication is needed,
- End the telephone call or meeting,
- Ask a visitor to leave the school premises,
- Require that future communication occur through a designated administrator or other appropriate format, or
- Restrict or modify campus access to maintain safety and orderly operation of the school.

Visitor concerns are welcome as long as communication is respectful.

Volunteers

Volunteers are required to follow policy in how they enter and spend their time in the building. They must follow all teacher instructions while with the class. Volunteers that are coming to chaperone a field trip or event need to assist the teacher in keeping students safe, enforce school rules, and keep all school information confidential. Chaperones may not bring other children on field trips. All volunteers must have a background check and notice of completion of mandatory training on file with the school district.

- End -